

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services @ The Department of Transportation

Project Name: IT Project Optimization and Linkages Program

Category: Analyst

Business Need

The Office of MN.IT Services (MN.IT) @ The Department of Transportation (MnDOT) is seeking an experienced Business Analyst to work on large scale transportation IT initiatives under the umbrella of the IT Project Optimization and Linkages (ITPOL) Program.

MnDOT's IT Project Optimization and Linkages program provides one-time funding to identify and address business needs through IT solutions. There is a desire to address long-standing IT systems issues. In 2015, a need was identified to define the program so that organizational priorities could be identified and addressed through the one-time funding. Program activities will include:

- Implementing priority approved IT projects
- Advancing current projects in need of additional support resources
- Resolving reconciliation gaps between SWIFT and IT applications
- Identifying and addressing IT application preservation needs
- Assessing IT application portfolio for enhancement, integration, and consolidation

The business analyst will act as a liaison between IT and business representatives, analyzing business activities and translating them into solutions to purchase, implement, or develop to enable the organization to achieve its goals.

Project Deliverables

- Provide business/systems analysis and related written project documentation (includes but is not limited to: Business Case, Scope, Business Requirements Summary, Use Cases, Business Requirement Specifications, Supplementary Requirements Specifications, Requirements Traceability, Diagrams and Models, etc.)
- Create planning documents included in the overall project plans (includes but is not limited to Work Breakdown Structure, User Acceptance Testing, Requirements Management and Communication and Iteration)
- Produce the appropriate type and level of diagrams or models that support the documentation for a given project: context diagrams; process models (as-is and to-be); use case diagrams; activity diagrams; class diagrams; sequence diagrams; state diagrams; data flow diagrams (DFD); entity relationship diagrams (ERD); data mapping; and conceptual and logical data models.

Anticipated Duration of Need

- October 19, 2015 - September 2016

Project Requirements

- Compliance with the Statewide Enterprise Architecture
- Compliance with Project Management Institute's Project Management Body of Knowledge
- Compliance with International Institute of Business Analysis Business Analyst Body of Knowledge (BABOK) and other applicable industry/organization standards

Responsibilities Expected of the Selected Vendor

Responsibilities include:

- Analyze and synthesize information provided by a large number of people who interact with the business (customers, staff, IT, executives, etc.). Responsible for eliciting the actual needs of stakeholders (not just desires) and successfully documenting, managing, translating and communicating these needs between the various groups.
- Provide Requirements Management and Communication to ensure project teams and stakeholders stay aligned and in agreement on project scope and communication. This covers: communicating requirements; conflict resolution; gaining formal approval; and baselining and tracking requirements through implementation.
- Provide Enterprise Analysis to identify a business need, gaps in fulfilling that need, refinement and definition of the need, proposed approach scope to meeting the need, and building the case to justify the work. This covers: assessing business architecture; undertaking gap analysis; feasibility studies; defining the solution scope; and developing business cases.
- Provide Requirements Analysis to progressively prioritize and elaborate requirements to enable the project team to implement a solution that fulfills the needs of the organization and stakeholders. This involves: analyzing stakeholder needs to define solutions that meet those needs; functional and non-functional requirements; modeling the business domain using process diagrams, flowcharts, data models, etc.; exploring behavior models using use case, user experience design, storyboards, wireframes, user profiles and user stories; and verifying and validating final requirements.
- Provide knowledge transfer as needed.

Required Skills (to be scored as pass/fail)

Only candidates with the required minimum qualifications will be scored.

Required minimum qualifications:

- B.S. or BA Degree
- 6 years' experience in a Business Analyst role
- 2 engagements of at least 12 months duration where responsibilities included performing business process reengineering
- 5 engagements of at least 12 months where responsibilities included gathering, analyzing, managing and tracing requirements
- 3 engagements of at least 12 months where responsibilities included conducting Joint Application Design (JAD) sessions or facilitating business requirement gathering sessions for IT projects over \$300,000
- 3 engagements of at least 12 months where responsibilities included developing Gap Analysis determinations for IT projects over \$300,000
- 3 engagements of at least 12 months where responsibilities included determining and controlling scope
- 2 engagements of at least 12 months where responsibilities included researching and evaluating solution alternatives
- 6 years' experience developing and maintaining deliverables such as: business cases, scoping documents, charters, Requirements Specifications, use cases, user stories, activity diagrams, sequence diagrams, class diagrams, process models
- 3 engagements of at least 12 months where responsibilities included developing project cost and duration estimates
- 3 engagements of at least 12 months where responsibilities included developing risk assessments and risk plans
- 3 years of Business Analyst experience working in a state governmental organization on complex IT projects of over \$2 million
- 3 engagements of at least 12 months where responsibilities included Quality Assurance activities such as developing test plans, test scripts and test cases
- 1 engagement of at least 12 months duration where responsibilities included ensuring the usability of the solution

Desired Skills

- 3 years' experience using the Agile Software Development Life Cycle;
- Lean Six Sigma Certification
- 2 years' experience using Agile Development Software such as Rally or JIRA.
- 3 years' of Business Analyst experience working on Financial Systems IT projects.
- Experience preparing and delivering presentations and demonstrations to Senior Management.
- 2 engagements of at least 12 months in duration where responsibilities included creating and maintaining SharePoint sites.

Process Schedule

Deadline for Questions	Friday, September 25, 2015, 2:00 PM CT
Anticipated Posted Response to Questions	Tuesday, September 29, 2015
Proposals due	Thursday, October 1, 2015; 2:00 PM CT
Anticipated proposal evaluation begins	Monday, October 5, 2015
Anticipated proposal evaluation & decision	Friday, October 16, 2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Tim Leister
MN.IT@DOT
Timothy.Leister@state.mn.us
And Leah Wilhelmy
MN.IT Central
Leah.wilhelmy@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

Proposals received by the deadline and meeting the mandatory requirements will be evaluated. Interviews will be conducted with candidates that score the most points on Experience/Required Skills and Desired Skills. The State reserves the right to request face to face interviews.

- Experience/Required Skills (35%)
- Desired Skills (25%)
- Interview (10%)
- Cost (30%)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. **Vendor may only submit one candidate for consideration**
2. **Cover Page**
 - Vendor Name
 - Vendor Address
 - Vendor City, State, Zip
 - Contact Name for Vendor
 - Contact's direct phone/cell phone (if applicable)
 - Contact's email
 - Resource Name being submitted
3. **Overall Experience:**
 1. Complete the Attachment A - Business Analyst Skills Worksheet thoroughly describing the experience of the Business Analyst. Provide narrative, including companies and contacts

where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal.

2. Points will also be awarded based on the desired skills noted above.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference's position title, reference email, reference phone number and a brief description of the project this resource completed.
4. **Cost Proposal: Include the individual's hourly rate in a separate document. Do not list the hourly rate/cost in any other place in your submission.**
5. **Conflict of interest statement as it relates to this project**
6. **Additional Statement and forms:**
required forms to be returned or additional provisions that must be included in proposal
 1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
 3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Proposal Submission Instructions

- Vendor is limited to submission of 1 resumes/candidates in response to the Request for Offers
- Response Information:
 - Address the response to Tim Leister via email at Timothy.Leister@state.mn.us and cc: Leah.wilhemy@state.mn.us.
 - Label the response subject line: "MN.IT @ DOT Staff Augmentation (Business Analyst), RFO0092,CPRS 31132"
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational

conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the State’s rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation**. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, “It is hereby agreed between the parties that Minnesota Statute § 363A.36 and

Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency.”

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

Attachment A**Analyst (Business) Skills Worksheet****Vendor Name:****Candidate Name:**

Specification	Required Experience and Skills	Thoroughly Describe how the Candidate Meets the Qualifications (for example type of degree, describe the type of engagements, years of experience, scope of work and duration of work. Do NOT just answer Yes/No
Level Of Education	B.S. or BA Degree (describe field of degree and school).	
Years of Experience in a Business Analyst Role	6 years of experience in a Business Analyst role (describe experience)	
Working in large State Governmental Organizations on IT projects of a certain size	3 years' Business Analyst experience working in a state governmental organization on complex IT projects of over \$2 million (describe experience)	
Conducting Joint Application Design (JAD) sessions	3 engagements of at least 12 months where responsibilities included conducting Joint Application Design (JAD) sessions or facilitating business requirements gathering sessions for IT projects over \$300,000 (describe experience)	
Requirements	5 engagements of at least 12 months where responsibilities included gathering, analyzing, managing and tracing requirements (describe experience)	
Cost and Duration Estimates	3 engagements of at least 12 months where responsibilities included developing project cost and duration estimates (describe experience)	
Documentation and Deliverables	6 years' experience developing and maintaining deliverables such as business cases, scoping documents, charters,	

	Requirements Specifications, use cases, user stories, activity diagrams, sequence diagrams, class diagrams, process models, etc. (describe experience)	
Research and Evaluate Solutions	2 engagements of at least 12 months where responsibilities included researching and evaluating solution alternatives (describe experience)	
Gap Analysis	3 engagements of at least 12 months where responsibilities included developing Gap Analysis determinations for IT projects over \$300,000 (include description of size of projects)	
Scope	3 engagements of at least 12 months where responsibilities included determining and controlling scope (describe experience)	
Business Process Reengineering	2 engagements of at least 12 months where responsibilities included performing business process reengineering (describe experience)	
Risk Assessments	3 engagements of at least 12 months where responsibilities included developing risk assessments and risk plans (describe experience)	
Usability	1 engagement of at least 12 months duration where responsibilities included ensuring the usability of the solution (describe experience)	
Quality Assurance	3 engagements of at least 12 months where responsibilities included Quality Assurance activities such as developing test plans, test scripts and test cases (describe experience and include the types of testing)	
Desired Skills	Desired Experience and Skills	Thoroughly Describe how the

		Candidate Meets the Desired Skills (for example type of degree, describe the type of engagements, years of experience, scope of work and duration of work. Do NOT just answer Yes/No
Agile Software Development Life Cycle	3 years' experience using the Agile Software Development Life Cycle (describe experience)	
Agile Development Software	2 years' experience using Agile Development Software such as Rally or JIRA (describe experience)	
Financial IT Systems	3 years' Business Analyst experience working on Financial System IT projects (describe experience)	
Communications	Experience preparing and delivering presentations and demonstrations to Senior Management (describe experience)	
Business Process Reengineering	Lean Six Sigma Certification	
SharePoint	2 engagements of at least 12 months in duration where responsibilities included creating and maintaining SharePoint sites (describe experience)	